

Job Description
Missouri State Highway Patrol

Class Title: Chief CVO

Title Code: V07738

Effective Date: 05/30/95

Date Reviewed: 07/11/07 W006

Date Revised: 12/16/2005

Immediate Supervisor: As assigned

Position Supervised: CVE Supervisory Personnel

FLSA Classification: Non-exempt

Working Hours: An employee in this position works an eight-hour shift as directed by the troop commander; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

The Chief CVO is responsible for the overall activities of Commercial Vehicle Enforcement personnel in a designated troop. The Chief compiles and maintains records of the weigh stations and portable scale units, coordinates and verifies calibration of equipment, and directly and/or indirectly supervises the CVE personnel assigned to a troop. The Chief CVO also serves as a liaison between the troop staff, the general public, representatives of other government agencies, and General Headquarters staff. The officer is required to carry firearms in the performance of his/her duties and is subject to unscheduled call-out when available. General supervision and direction is received from a designated supervisor; however, considerable independent judgment, decision-making, and discretion are required from the employee.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Compiles and maintains records (e.g., arrest or warning record, inspectors' daily reports, weigh station or portable scale hours of operation, employees' attendance records, monthly activity reports, schedule of 28-day work period record, Missouri Highway Reciprocity 72-hour trip permits, etc.) created by personnel assigned to the weigh stations and portable scale units in an assigned troop.

Coordinates and verifies calibration of the radiological and ram meters on a monthly basis in order to be prepared for an emergency, radioactive fallout, and to be in compliance with General Order 46-02; the meter's condition is recorded on a special equipment record and any deficiencies are immediately corrected.

Conducts random inspections of troop weigh stations, portable scale units and Troop CVE personnel to assess performance and verify accuracy, consistency, and equity in enforcement of CVE rules and regulations.

Confers with uniformed members, CVE supervisors, and command and GHQ staff reference special covert investigations and/or unusual circumstances involving the trucking industry; this information may be part of an ongoing investigation and would be considered highly confidential and sensitive.

Directly and/or indirectly supervises, trains, directs, and coordinates the work of all CVE personnel in an assigned troop.

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Reviews periodicals, federal regulations, and operations manuals in order to maintain current knowledge in the CVE field (e.g., hazardous materials, interstate and intrastate trucking requirements, commercial drivers' license requirements, waste truck requirements, etc.); ensures that changes are communicated to appropriate staff via channels.

Serves as a liaison between troop personnel, general public, elected officials, state and federal government officials, and General Headquarters staff.

Interprets and explains the provisions of the state and federal Motor Carrier Safety laws, rules, and regulations reference enforcement via in-person and telephone inquiries from commercial operators, terminal personnel, and the motoring public.

Serves as an expert in commercial vehicle enforcement by providing technical assistance to the Prosecuting Attorney or Court Officials reference CVE; testifies in court as an expert witness, as requested.

Represents the division at various special events, meetings, and conferences; provides presentations to schools, public service organizations, or other interested groups; disseminates brochures and/or other educational materials reference CVE and answers questions.

May be notified to report for work on short notice to facilitate commercial vehicle accident investigations or handle other related emergencies.

May perform the duties of a commercial vehicle enforcement officer, as needed.

Performs job-related travel as needed.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Extensive knowledge of Patrol policies and procedures.

Extensive knowledge of state and federal commercial motor vehicle laws, rules, and regulations.

Knowledge of hazardous/radioactive materials as they pertain to commercial vehicle enforcement and exercises the proper safety procedures associated with same.

Knowledge of post-accident analysis.

Knowledge of the principles and techniques of supervision.

Knowledge of the documents associated with commercial vehicle enforcement.

Knowledge of the proper training procedures and the variance in subordinates' individual learning curves reference commercial vehicle enforcement.

Ability to conduct all levels of safety inspections on commercial vehicles to ensure compliance with state and federal laws and regulations and take the appropriate corrective action.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to safely and properly fire and load/unload Patrol handguns.

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Ability to detect forgery of the documents associated with commercial vehicle enforcement.

Ability to solve problems, exercise judgment, and make decisions in performing job duties.

Ability to gather, assemble, correlate, and analyze paperwork submitted from weigh stations and portable scales to be incorporated into reports.

Ability to perform quality control checks by calibrating and verifying radiological and ram meters.

Ability to deal with a wide variety of individuals in potentially hostile situations in a professional, patient, and efficient manner.

Ability to review the work of subordinates and take corrective action, when necessary.

Ability to motivate subordinates and promote the team concept in the completion of work.

Ability to work with highly sensitive information in a confidential and professional manner.

Ability to operate a patrol assigned vehicle.

Ability to operate weigh scales, communications equipment, measuring devices, computer terminal, calibration equipment, and telephone in the completion of job duties.

Ability to position self and equipment under, in, around, and over vehicles and cargo being inspected.

Ability to communicate changes in commercial vehicle enforcement rules, regulations, and/or procedures to subordinates.

Ability to lift and transport equipment necessary to complete job duties (e.g., portable scales, hydraulic jacks, etc.).

Ability to testify in court, as needed.

Ability to report for work on short notice to investigate a commercial vehicle accident or handle other related matters.

Ability to perform job-related travel.

Ability to establish and maintain effective working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Must have served a minimum of one year in the position of Commercial Vehicle Officer Supervisor I or II and served a minimum of five years as a Commercial Vehicle Officer.

NECESSARY SPECIAL REQUIREMENTS

Possess and maintain a valid Missouri Drivers' license.

Must have successfully completed a job-related examination specified by the Director of the CVE Division.

Pursuant to the federal Gun Control Act, any person who has ever been convicted of a misdemeanor involving domestic violence is prohibited from possessing any firearm or ammunition. The law defines a misdemeanor crime of domestic violence as an offense, under either state or federal law, where the crime has "as an element, the use or attempted use of physical force, or the threatened use of a deadly weapon, committed by a current or former spouse, parent or guardian of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with the victim as a spouse, parent or guardian, or by a person similarly situated to a spouse, parent or guardian of the victim."